

New Jersey Department of Personnel

2003 CORRECTION CAPTAIN ORIENTATION GUIDE

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Introduction

The New Jersey Department of Personnel has prepared this supplemental orientation guide for promotional candidates who will participate in the 2003 Correction Captain examination. The information in this booklet and the **Multiple-Choice Exam Orientation Guide** (available via DOP's web site www.state.nj.us/personnel under the Law Enforcement Careers icon) is designed to help candidates better understand the testing process and the types of questions they will encounter on the Correction Captain examination. The examination will be designed on the basis of information obtained from a job analysis of the Correction Captain position. We encourage candidates to carefully review this guide along with the Multiple-Choice Exam Orientation Guide and to take advantage of any and all opportunities to prepare for the examination.

When and where will the examination be held?

The **tentative** date to administer the Correction Captain examination is **October 23, 2003**. However, in the event there are difficulties scheduling the examination for any unforeseen reason, the examination date may change. The test date will be confirmed when candidate examination notices are mailed two to three weeks prior to the test date.

Please note that candidates are NOT PERMITTED to bring phones, pagers, recording devices, etc., into the test center. Possession of one or more of these prohibited devices inside of the examination center may result in disqualification.

In addition, briefcases and other personal items should also be left outside of the test center. The Department of Personnel is not responsible for any personal items. Upon completion of the testing process, candidates must leave the testing premises so that other candidates (still involved in the testing) will not be disturbed/distracted by outside conversations.

How is the examination developed?

A job analysis was conducted to identify the knowledge and abilities that are necessary to perform the job of Correction Captain. A job analysis is the process of critically examining job components in order to provide a functional description of a job. Based on this job analysis, several work components were identified and it is from these work components that a distinct examination has been developed. During the job analysis, senior correctional personnel ranked each Correction Captain work component in terms of its importance. Examination questions will relate to those work components that were determined to be most critical. The following components received high importance ratings. Also included is their relative weighting (rounded %). These weights will be reflected in the examination.

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<u>Weight</u>	<u>Test Content</u>
20%	Standard Operating Procedures for State Correctional Facilities
20%	Supervision
15%	Scheduling
15%	Analysis of Written Material
15%	Effectiveness of Expression
15%	Report Writing

Is there study material that candidates can use to prepare for the examination?

The following sources are used by the Department of Personnel to develop test questions. A check with publishers prior to this guide being posted indicated sufficient quantities of the titles listed below. *[The Department of Personnel will not be responsible for the quantity of books available.]* Please note, however, that the development of all test questions will not be restricted to these sources.

New Jersey Administrative Code Title 10A

The Leader In You

Carnegie – Pocket Books 1993

The Art of Managing People

Hunsaker & Alessandra – Touchstone 1986

Are there any practice multiple-choice questions?

The following three questions are sample questions that are similar to the ones that will appear in your examination (answers are found on page 3).

Sample Question #1:

An officer under your supervision reports to you that she lost her State of New Jersey Firearms Unit Weapons Card, official photo identification badge of the New Jersey Department of Corrections. According to N.J.A.C. 10A:3-4.12, when shall the officer notify the local law enforcement authorities and the Superintendent/Unit Chief or their designee?

- (a) Immediately.
- (b) Within a period of 3 hours.
- (c) Before completing his shift.
- (d) As soon as practicable.

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Sample Question #2:

Which is the principal value of prompt, accurate, and complete reports? They

- (a) expedite official business.
- (b) provide good reference material.
- (c) are the mark of an efficient person.
- (d) impress superiors with the necessity for immediate action.

Sample Question #3

You notice that an above average officer of 5 years seems to be distracted and distant at the last few squad meetings. Afterward, in private he tells you that he and his wife are having marriage difficulty. What is your next course of action?

- (a) Listen attentively and determine who is at fault.
- (b) Listen attentively and suggest professional counseling.
- (c) Discuss the issue in detail to see if it is drug or alcohol related.
- (d) Inform him that his private life is his own business and he must improve.

What are the correct answers to the practice questions?

The correct answer to sample Question #1 is **(d)**.

The correct answer to sample Question #2 is **(a)**.

The correct answer to sample Question #3 is **(b)**.

NOTE: These are only sample items. The examination will contain different questions, although similar in structure and content. Answering these sample items correctly does not guarantee you the same success on your examination.

Will make-up candidates take the same examination?

Because of concerns regarding loss of examination security relating to the illicit discussion and/or dissemination of test content, the make-up examination for this announcement may not be identical to the original examination. That is, it may be very similar to the original examination, matching the content specifications of the original examination as closely as possible. This means that the make-up examination would measure in equal proportion, the same knowledge, skills and/or abilities that will be measured by the original examination. It will also be administered and scored in the same manner as the original examination. If a different examination is used for make-up purposes, make-up candidates may be required to obtain or use resource material for test preparation/study purposes that is particular to the make-up examination.

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Conclusion

This orientation guide attempts to familiarize candidates with aspects of the Written Multiple-Choice Test, including some suggestions for preparation. The suggestions provided here are not exhaustive – we encourage candidates to engage in whatever additional preparation strategies they believe will enhance their chances of performing effectively on the examination.

Some Additional Information

As part of the evaluation process for this testing program, the written examination may include some supplemental survey or test questions. If included, these will be used for research purposes only. That is, these questions will not affect the candidate's score. The survey questions will address candidate's satisfaction with the examination process.

We hope that this Orientation Guide has been beneficial to you.